

Budget Development System

Governor's Recast Data Release

Quick Reference Guide

1. Select **Release Data to OFM** from the BASS Main Menu.
2. Select the **BDS-Gov's Recast** tab.
3. Select options for release.
4. Click the **Release** button.

The Governor's Recast data release releases total agency budget request by program by fund and total FTEs.

The screenshot shows a web application interface for the 'Agency: Office of Financial Management'. It features a tabbed menu at the top with 'PMTES - Tracking', 'PMTES - Budget', 'BDS', 'BDS - Gov's Recast', and 'CBS'. The 'BDS - Gov's Recast' tab is selected. The main form area is titled 'Release Governor's Recast Budget Data to OFM' and contains three dropdown menus: 'Budget Period' (set to '2001-03'), 'Version' (set to '20 - Regular'), and 'Program' (set to 'All Programs'). Below these is a checkbox labeled 'Delete Previous Submittal Data for Entire Agency.' and a 'Release' button. Five callout boxes provide instructions: 3a points to the Budget Period dropdown; 2 points to the BDS - Gov's Recast tab; 3b points to the Version dropdown; 3c points to the Program dropdown; and 3d points to the delete checkbox. A fourth callout box points to the Release button.

3a. Select budget period of the data to be released.

2. Select to release BDS – Gov's Recast data. Only available if the user's security level authorizes.

3b. Select the version of data to be released.

3c. Select the individual program for data to be released or "All Programs" for all.

3d. Only available if data has previously been released for the selected budget period. Checking this box will delete previous submittal data for a fresh release.

4. Click to release BDS Gov's Recast data.